

BOARD OF GOVERNORS
OF THE
FEDERAL RESERVE SYSTEM
WASHINGTON

S-552

ADDRESS OFFICIAL CORRESPONDENCE
TO THE BOARD



September 17, 1942

Dear Sir:

The Bureau of the Budget began on August 31, 1942, to assign approval numbers and expiration dates to all the report forms of Federal agencies which have been reviewed and approved by the Division of Statistical Standards.

The appearance of an approval number on a report form will indicate to respondents that the form and the plans and procedures for the inquiry of which it is a part have been reviewed for technical adequacy, possible duplication, coordination with related work of other agencies, and the need for the inquiry in the light of the burden and cost both to respondents and to the Federal Government. Prior to the inauguration of the approval numbers, the Division of Statistical Standards of the Bureau, and its predecessor the Central Statistical Board made no provision to have an indication upon a form that it was duly reviewed and cleared.

The assignment of approval numbers will assist in more adequate control over report forms. The step was taken at the request of Federal agencies and business organizations because of the increasing burden on respondents resulting from the deluge of questionnaires mainly in connection with the war effort.

We believe that for numerous reasons it would be beneficial for the Banks, as well as the Board of Governors, to cooperate with the Bureau of the Budget in this undertaking. As you know, the Federal Reserve System has been cooperating with the Bureau of the Budget by furnishing it with a quarterly statement pertaining to report forms used by the Board of Governors and the Federal Reserve Banks.

There is enclosed explanatory material consisting of copies of Budget Circular No. 360, Supplement 1 to this circular,

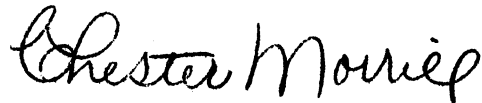


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and a memorandum from Stuart A. Rice, Assistant Director in Charge of Statistical Standards, to the heads of executive departments, independent establishments and other Government agencies, including corporations. We are also sending you five copies of DSS forms No. 63 and 63a. Please fill these in in accordance with the instructions contained in the explanatory material and return four of them to reach the Board not later than September 25, 1942, together with four copies of each questionnaire or report mentioned in the form, so that we can transmit them to the Bureau of the Budget before October 1.

Please note that with the inauguration of this report Budget Circular No. 351 (see F.R.L.L.S. #3945) which requires each Federal agency to report quarterly on all new forms, revised forms, and discontinued forms to the Division of Statistical Standards of the Bureau of the Budget, has been suspended until further notice. However, it will be necessary for you to send us any proposed new or revised form before its use is begun so that an approval number and an expiration date for the form may be obtained from the Division of Statistical Standards.

Very truly yours,



Chester Morrill,
Secretary.

Enclosures 15

TO THE PRESIDENTS OF ALL FEDERAL RESERVE BANKS